

SCHOOL OF ART + ART HISTORY
SELF REGISTRATION

START

**MEET WITH YOUR DEGREE PROGRAM
DIRECTOR OF GRADUATE STUDIES**

**COMPLETE REGISTRATION FORMS INCLUDING 5 DIGIT
CLASS NUMBERS AT YOUR DESIGNATED MEETING TIME**

FROM YOUR FORMS YOU WILL REGISTER YOURSELF

If you have questions about these step by step instructions, please email or schedule an appointment with the SA+AH Graduate Office
saahgradoffice@arts.ufl.edu

SCHOOL OF ART + ART HISTORY

SELF REGISTRATION

MEETINGS AHEAD

AREA ADVISORS WILL SEND MEETING SCHEDULES

Director of Graduate (DGS) Study by Area	
Art History (MA, PHD, certificate program)	Dr. Guolong Lai
Art Education (MA)	Dr. Michelle Tillander
Design + Visual Communication (MFA)	Dr. Dori Griffin
Museum Studies (MA, certificate program)	Dr. Porchia Moore
Studio Art (MFA)	Professor Katerie Gladdys

If you have questions about these step by step instructions, please email or schedule an appointment with the SA+AH Graduate Office saahgradoffice@arts.ufl.edu

PLEASE SUBMIT ELECTRONIC DOCUMENTS

Upload to Canvas Assignment Dropbox

Provide Instructor Consent Forms Separately in Canvas

Fill out form completely. Please upload completed file to designated Canvas Dropbox

- ☒ Fall
☐ Spring
☐ Summer A
☐ Summer B
☐ Summer C
 YEAR 2020

NAME STUDENT NAME [] GA [] Fellow

UFID STUDENT ID

[] MA ☒ MFA [] PhD DEGREE PROGRAM: AREA

STUDIO MFA SELECT CONCENTRATION: ☐ ART + TECH ☐ CERAMICS ☐ CREATIVE PHOTO

☐ DRAWING ☐ PAINTING ☐ PRINTMAKING ☐ SCULPTURE

PHONE

EMAIL

Table below must be filled out with your DGS during your advising meetings. **SECTION NUMBERS & SIGNATURES MUST BE INCLUDED.**

# of credits	Course Prefix	Course #	Instructor	Drop or Add?
3	ENTER	ENTER	FACULTY	A

Please download the Electronic Registration Request Form Located in the Canvas “Art + Art History Graduate Advisement” Assignment space.

When Drop/Add has ended, please upload your completed Registration Request form to the Assignment Drop Box. This file should reflect your final course registration.

☐ I confirm that I have checked for course meeting time conflicts and have reviewed my account for holds.

☐ **I will self-register these courses using the provided section numbers.** The above information reflects my requested course schedule.

Student Signature

Date

DGS Signature

Date

Graduate Registration Request

PLEASE SUBMIT ELECTRONIC DOCUMENTS

Upload to Canvas Assignment Dropbox

Provide Instructor Consent Forms Separately in Canvas

Fill out form completely. Please upload completed file to designated Canvas Dropbox

☒ Fall
☐ Spring
☐ Summer A
☐ Summer B
☐ Summer C
 YEAR 2020

NAME STUDENT NAME [] GA [] Fellow
 UFID STUDENT ID
 [] MA ☒ MFA [] PhD DEGREE PROGRAM: AREA
STUDIO MFA SELECT CONCENTRATION: ☐ ART + TECH ☐ CERAMICS ☐ CREATIVE PHOTO
☐ DRAWING ☐ PAINTING ☐ PRINTMAKING ☐ SCULPTURE
 PHONE EMAIL

Table below must be filled out with your DGS during your advising meetings. **SECTION NUMBERS & SIGNATURES MUST BE INCLUDED.**

# of credits	Course Prefix	Course #	Class #	Ind. Study Contract Attached?	Course Title (<u>actual course</u> from schedule, not cognate name)	Instructor	Drop or Add?
3	ENT				C		A

**"CLASS NUMBERS" ARE
REQUIRED FOR
SELF REGISTRATION.**

**FOR ASSISTANCE WITH
CLASS NUMBERS
AFTER YOUR ADVISEMENT,
PLEASE CONTACT THE
GRADUATE OFFICE**

- ☐ I confirm that I have checked for course meeting time conflicts and have reviewed my account for holds.
☐ **I will self-register these courses using the provided section numbers.** The above information reflects my requested course schedule.

Student Signature

Date

DGS Signature

Date

Individual Study/Cognate/Instructor Consent Form

Return form together with
REGISTRATION REQUEST to
Graduate Program Assistant
FAC 106

Fill out form completely.

Incomplete forms will not be accepted and late fee may be incurred.

☐ Fall
☐ Spring
☐ Summer A
☐ Summer B
☒ Summer C
 YEAR 2020

NAME STUDENT NAME

UFID ID NUMBER

PHONE PHONE NUMBER

EMAIL	ARI
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GRADUATE ENROLLED PREFIX & COURSE #	COURSE
5000	PHYSICS
5001	PHYSICS
5002	PHYSICS
5003	PHYSICS
5004	PHYSICS
5005	PHYSICS
5006	PHYSICS
5007	PHYSICS
5008	PHYSICS
5009	PHYSICS
5010	PHYSICS
5011	PHYSICS
5012	PHYSICS
5013	PHYSICS
5014	PHYSICS
5015	PHYSICS
5016	PHYSICS
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5090	PHYSICS
5091	PHYSICS
5092	PHYSICS
5093	PHYSICS
5094	PHYSICS
5095	PHYSICS
5096	PHYSICS
5097	PHYSICS
5098	PHYSICS
5099	PHYSICS

[illegible]

CHOOSE ONE OF THE FOLLOWING 2 OPTIONS:

1. IS THIS A COGNATE COURSE?

[] UNDERGRADUATE COURSE # (fill out boxes below)

[] GRADUATE COURSE # (do not fill out boxes below, student)

2. ☐ TRUE IND. STUDY OR THESIS WORK? (fill out boxes below)

NOTE: ALL SA+AH COURSES OUTSIDE OF STUDENT CONCENTRATION RE

REQUIREMENTS *Attach additional contract or syllabus as appropriate.*
If cognate **undergraduate course**, outline graduate level requirements.

Edit this text - box will allow for long text and scrolling.

OBJECTIVES *Attach additional materials*

Edit this text - box will allow for 1

MEETING SCHEDULE

☐ Weekly ☐ Monthly

EXAMPLE TEXT: Summer work, keep blog or physical

EVALUATION CRITERIA

☐ See Syllabus

EXAMPLE TEXT: Evaluation session
Meeting in late August will permit
including art works and influence
online, on blog or via email

PROJECTS *Check any that apply*

☒ Blog ☐ Paper(s) ☐ Presentation☒ Art Projects ☐ Annotated Bibliography☐ Email Submissions ☐ Other

I confirm that I have reviewed my
complete all course work.

Student Signature _____

Instructor Signature _____ Date _____

E-mail correspondence between student & instructor is permitted. Please attach e-mails to this form as needed.

STUDENT MUST PROVIDE COPY OF THIS COMPLETED FORM AND ATTACHMENTS TO INSTRUCTOR

COLLEGE OF THE ARTS
UNIVERSITY OF FLORIDA

For Individual Study or Instructor Consent for certain classes, please download and complete the Electronic Instructor Consent Form Located in the Canvas “Art + Art History Graduate Advisement” Assignment space.

This will require you to reach out to faculty for class meeting details and consent via email or on the first day of class.

When Drop/Add has ended, please upload your completed Instructor Consent form(s) to the Assignment Drop Box. This file is submitted in addition to your Regular Registration Form.

**CRITICAL REGISTRATION DATES AND
CALENDARS ARE LOCATED AT:
<https://registrar.ufl.edu/soc/>**

If you have questions about these step by step instructions, please email or schedule an appointment with the SA+AH Graduate Office
saahgradoffice@arts.ufl.edu

Have questions? Contact the OneStop, call us at 352-392-1374 or email. UF/COVID-19 updates. × Close

SCREEN VIEW OF CRITICAL
DATES AND CALENDARS

THE OFFICE OF THE

UNIVERSITY REGISTRAR

SCHEDULE OF COURSES

DATES AND DEADLINES

<https://registrar.ufl.edu/>

OUR OFFICE



**DGS Advisement
Records are delivered to
the SA+AH Graduate
Office electronically.**

**These are then cleared
for you by the SA+AH
Grad Office for
Registration. Only
AFTER this is complete
can you register yourself**

SO HOW LONG DO I HAVE TO WAIT?!?



The time between your DGS advisement until you can register yourself can take a week to 10 days to coordinate.

Because we start early, this is not a crisis.

You will receive an email by degree program from the SA+AH grad office that you are CLEARED to register your courses BY CLASS NUMBERS PROVIDED DURING ADVISEMENTS.

ONLINE SELF REGISTRATION STEPS

NAVIGATE WITH YOUR WEB BROWSER TO
<https://one.uf.edu/>

BEGIN FROM THE STUDENT SELF SERVICE
REGISTRATION PAGE

LOGIN WITH YOUR GATORLINK USER NAME AND PASSWORD

If you have questions about these step by step instructions, please call, email or schedule an appointment with the SA+AH Graduate Office
saahgradoffice@arts.ufl.edu • 352-273-3071 • FAC106

Action Items

HOLDS **1**

TO-DOS

INFO

🚫 Prevent Registration

Effective Starting Fall 2018

Registration Hold (Registrar)

You have not accepted the terms of enrollment. Click here to complete this process: [Complete Acknowledgement](#)

Summer 2018

REGISTRATION PREPARATION HOLD - SUMMER

You may not register for summer classes because you have not accepted the terms of enrollment. Click here to complete this process: [Complete Registration Acknowledge for Summer](#)

EMERGENCY CONTACT INFORMATION NEEDED

You may not register until you provide your emergency contact

Registration / My Schedule

For classes. View, download, or map out your class schedule

[REVIEW / VIEW SCHEDULE](#)

Schedule of Courses

Search all offered courses

[VIEW COURSES](#)

Degree Audit

Complete Audit, Critical Tracking

[VIEW DEGREE AUDIT](#)

Financial Aid

[VIEW YOUR SUMMARY](#)

You currently have no available aid year information to display.

[VIEW PRIOR SUMMARY IN STUDENT.UFL.EDU](#)

[Federal Aid Year 2017 - 2018](#) 📄

[Federal Aid Year 2016 - 2017](#) 📄

[CONTACT A FINANCIAL AID ADVISER](#) 📄

Student Self Service

Additional services including: T
Campus Finances (Bursar) and

[ACCESS](#)

News

UF Research Foundation names 2018 professors
Tue, 17 Apr 2018 10:00:00

UF plans to increase Disability Resource Center staff and resources i...
Thu, 12 Apr 2018 15:34:55

UF student earns Goldwater Scholarship
Wed, 11 Apr 2018 16:23:00

[VIEW DETAILS & MILESTONES](#)

CHECK HOLDS

The SA+AH Graduate Office can not remove HOLDS. Please review the instructions on each hold carefully.

Contact the designated office, phone number and/or email identified for assistance with your HOLDS.



Registration Preparation

Registration Prep provides essential information that students need to know prior to advance registration. Students are encouraged to read all of the information in Registration Prep carefully and make appropriate choices that will enable them to graduate in a timely manner.

Summer 2018

Visit the [Registration / My Schedule](#) module to see if you have any holds preventing Summer 2018 registration.

If you have a hold labeled "REGISTRATION PREPARATION HOLD - SUMMER", you will also be able to view your Registration Start Time after clearing this hold.

You can also visit the [Reg Prep page in student.ufl.edu](#) to view your current degree audit, excess hours, and Registration Start Time.

Fall 2018

Reg Prep for Fall 2018 will be completed using the new Reg Prep module in ONE.UF.

GO TO REG PREP

COMPLETE REGISTRATION
ACKNOWLEDGEMENTS

Holds appear here also and have instructions and contact numbers to follow for help.

Registration Preparation - Fall 2018

1
Degree Audit

2
Agreement

3
Reg Appointment

DEGREE AUDIT

Please review your current degree audit using the link below, which will open your degree audit in a new window. Once you have completed your review, please close the degree audit browser window and return to this page to continue with the registration preparation process.

✓ Degree Audit reviewed

CONTINUE

CANCEL

The Degree Audit is a step to require you to view your completed courses. Presently, you may not see an audit list for your graduate program.

If prompted to view, continue or return to previous screen, follow the prompts to begin registering. The sequence of viewing the screens will permit you to continue.



I have read and agreed to the Terms and Agreements outlined on the [University Bursar webpage](#).

☒ I ACCEPT

I am required to update my emergency contact information every 3 months. Failure to update the emergency contact information will result in a registration hold.

☒ I ACCEPT

The use of any automated program to attempt to add courses or to search sections on the student registration system is strictly prohibited. Failure to abide by this policy will result in a registration hold.

☒ I ACCEPT

GatorLink is the official University of Florida email system. I know that I am required to maintain a GatorLink account and I am responsible for any information sent to me at this email address.

☒ I ACCEPT

I agree to check my grades in Student Self Service at the end of the term and verify my status for continuing enrollment at UF.

☒ I ACCEPT

I understand that many unexpected events may cause me to decide to withdraw from UF or to drop a modular course(s) that may have many important consequences, both academic and financial. If I received federal financial aid and I complete 60 percent or less of the term prior to withdrawing, I may be required to repay a substantial portion of my federal financial aid or if I enroll in modular courses and I drop one or all of the courses within the term, I may be required to repay a substantial portion of my federal financial aid. For more information, please read the 'What You Need to Know Before You Go' withdrawal policies on the withdrawal form.

☒ I ACCEPT

I understand that registering for a course with the intent of holding the seat for another student is a violation of the student conduct code and can subject me to the loss of registration privileges and/or other punitive action.

☒ I ACCEPT

The university is committed to providing important information to its students, faculty and staff. Consistent with this commitment and pursuant to the university's notice and reporting obligations under various laws, I understand I should check [Student Consumer Information](#) to view this information.

☒ I ACCEPT

You will not be allowed to register until you have completed and accepted all parts of this agreement. Once you have checked all boxes and submitted, please close this window.

☒ I ACCEPT

CONTINUE

CANCEL

REVIEW AND ACCEPT
ALL REGISTRATION ACKNOWLEDGEMENTS
CHOOSE "CONTINUE"





Registration Preparation - Fall 2018



Degree Audit



Agreement



Reg Appointment



Thank you for completing Registration Preparation.

REGISTRATION START TIME

Advance Registration



NOW - 8/21/2018 5:00 PM



CHOOSE THE LINK FOR YOUR
REGISTRATION TIME TO
BEGIN REGISTRATION

 Fall 2018

 Add Course

You are currently not registered for any courses.



◀ Fall 2018

Filters ▲

Program Level

--

Department

--

Course Number

ex. ACG2021

Class #

ex. 15110

Course Title

Course Title or Keyword

Course Filters ▼

Class Meeting ▼

Course Properties ▼

SEARCH

EXPLORE
FILTER FIELDS
OR USE
CLASS NUMBERS
PROVIDED

Get started



To view courses within a particular field of study, select from the filter menu and press "Search".



Courses can be filtered based upon any of the available criteria.

Contact Registrar

RESOURCES

[ONE.UF](#)

[WEBMAIL](#)

[MYUFL](#)

[E-LEARNING](#)

[DIRECTORY](#)

CAMPUS

[WEATHER](#)

[CAMPUS MAP](#)

[STUDENT TOURS](#)

[ACADEMIC CALENDAR](#)

[EVENTS](#)

WEBSITE

[CONTACT US](#)

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[ACCESSIBILITY](#)

[PRIVACY POLICY](#)

[REGULATIONS](#)



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(352) 392-3261

SEARCH BUTTON IS CRUCIAL AND
LOCATED AT BOTTOM LEFT
FOR CUSTOMIZING FILTERS ABOVE

◀ Fall 2018

Filters ▲

Program Level

Graduate

Department

Art and Art History

Course Number

ARH

Class #

ex. 15110

Course Title

Course Title or Keyword

Get started

Within a particular field of study, select from the filter menu and press "Search".

Entered based upon any of the available criteria.

JUST ENTERING PARTIAL
INFORMATION CAN RESULT IN A
SUCCESSFUL SEARCH

ENTER "CLASS #" TO POPULATE
ALL SEARCH FIELDS

[Contact Registrar](#)

Course Filters ▼

Class Meeting ▼

Course Properties ▼

RESOURCES

[ONE.UF](#)

[WEBMAIL](#)

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[REGULATIONS](#)



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SEARCH

THE CRITERIA ENTERED IN THE FILTERS
CAN BE SEARCHED - CLICK SEARCH

◀ Fall 2018

1 results

Filtering by: Term: Fall 2018 Program: Campus / Web / Special Program Class Number: 10978 X Clear All X

Search Results

ARH7980 - Doctoral Research

7

Class Number: Departmentally Controlled
Department: Art and Art History

+ Add Class

Instructor: STAFF

Textbooks

Primarily Classroom/Traditional

To Arrange

Gen Ed: No

Writing: Not Eligible

EEP: No

Credits: VAR

Final Exam:

Add'l Course Fees: No

LOCATE CORRECT COURSE
CLICK "+ ADD CLASS"

Contact Registrar

RESOURCES

ONE.UF

WEBMAIL

MYUFL

E-LEARNING

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SEARCH

Fall 2018

1 results

Filtering by: Term: Fall 2018

Search Results

ARH7980 - Doctoral P

Class Number: Depar
Department: Art and Art History

Instructor: STAFF

Primarily Classroom/Traditional

To Arrange

Gen Ed: No

Writing: Not E

Credits: VAR

Final Exam:

Fall 2018 - Add a Class

IMPORTANT NOTE: The ONE.UF Registration System checks most, but not all, prerequisites for courses. Use the catalog to determine course requirements, prerequisites and corequisites. If you register for the course and later find that you do not meet a requirement, it is YOUR responsibility to drop it by the end of the official drop/add period. Departments may, but do not always, drop students who are ineligible for courses.

Cancel

Continue

+ Add Class

Textbooks

EEP: No

Add'l Course Fees: No

FOLLOW
PROMPTS

IF YOU HAVE A
PREREQUISITE
PROBLEM,
STOP AND
CONTACT
SAAH
GRADUATE
OFFICE

RESOURCES

ONE.UF

WEBMAIL

MYUFL

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SEARCH

Fall 2018

1 results

Filtering by: Term: Fall 2018

Search Results

Fall 2018 - Add a Class

You asked to **ADD** :

Class Number: 10978

Course Code: ARH7980

Course Name: Doctoral Research

Credits: VAR

This section has **Variable Credits**, you must input credits before adding it.

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15

Do you want to **ADD** the section above?

Add

+ Add Class

Textbooks

Writing: Not Eligible

EEP: No

Final Exam:

Add'l Course Fees: No

Contact Registrar

RESOURCES

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IF PROMPTED TO CHOOSE CREDIT HOURS SELECT ADVISED AMOUNT OF HOURS PER YOUR DGS. MOST COURSES ARE 3 CREDITS UNLESS STATED OTHERWISE.

SEARCH

UFONE.UF | COURSE SEARCH

Fall 2018

Filters

Program Level

Graduate

Department

Art and Art History

Course Number

ARH7980

Class #

10978

Course Title

Course Title or Keyword

Course Filters

Class Meeting

Course Properties

SEARCH

1 results

Filtering by: Term: Fall 2018

Search Results

ARH7980 - Doctoral Research

Class Number: 10978

Course Code: ARH7980

Course Name: Doctoral Research

Credits: 9

Class Number: Department: Art and Art History

Instructor: STAFF

Primarily Classroom/Traditional

To Arrange

Gen Ed: No

Credits: VAR

+ Add Class

Textbooks

EEP: No

Add'l Course Fees: No

Fall 2018 - Add a Class

✓ The following section was Added Successfully

Class Number: 10978

Course Code: ARH7980

Course Name: Doctoral Research

Credits: 9

Back to Search

View Schedule

FOLLOW PROMPTS FOR INSTRUCTIONS, RETURN TO ADD MORE COURSES OR VIEW SCHEDULE.

UF UNIVERSITY of FLORIDA

f

Twitter

Instagram

YouTube

University of Florida

Gainesville, FL 32611

(352) 392-3261

MYUFL

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DIRECTORY

STUDENT TOURS

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◀ Fall 2018

+ Add Course

Credits: 9

Download to My Calendar
View All Textbooks

List	Week	Day	Map
ARH7980 - Doctoral Research			
Class #: 10978 Credits: 9 Instructor: STAFF	To Arrange	Class Dates: 8/22/2018 - 12/5/2018 Final Exam: More Details...	

Drop

CONFIRM COURSE IS ADDED
WITH DETAILS CORRECTLY
MATCHING YOUR
ADVISEMENT.

ADD, DROP AND
LOG OUT OPTIONS
ARE EACH
LOCATED IN THE
UPPER RIGHT TO
CONTINUE OR
COMPLETE YOUR
REGISTRATION

Contact Registrar

RESOURCES

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< Fall 2018

+ Add Course

Credits: 9

CONFIRM CORRECT CREDIT HOURS

Download to My Calendar
View All Textbooks

List	Week	Day	Map
ARH7980 - Doctoral Research Drop			
Class #: 10978 Credits: 9 Instructor: STAFF	To Arrange	Class Dates: 8/22/2018 - 12/5/2018 Final Exam: More Details...	

If you are on assistantship funding, or full time enrolled, you should be registered for 9 credit hours to complete your semester registration.

Continue registering as you finalize your schedule. You can also drop classes and add others if you change your schedule until the end of Drop/Add.

RE
ON
WEB
MYUFL



E-LEARNING
DIRECTORY

ACADEMIC CALENDAR
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REGULATIONS

Gainesville, FL 32611
(352) 392-3261

Please note that graduate students may consider 3000 or 4000 level SA+AH courses linked to graduate course numbers, space permitting. Advisors can provide more information.

Likewise, some 3000 – 4000 level courses outside SA+AH may be eligible. Communicate with advisors on when this might apply to you.

Graduate students cannot participate in 2000 level classes or below.

**CRITICAL REGISTRATION DATES AND
CALENDARS ARE LOCATED AT:
<https://registrar.ufl.edu/soc/>**

If you have questions about these step by step instructions, please email or schedule an appointment with the SA+AH Graduate Office saahgradoffice@arts.ufl.edu

FINISHED?

By way of submitting your electronic Registration Request and Instructor Consent documents to the SA+AH Grad Office you are identifying that you have successfully registered for ALL of the courses listed on your Registration Request Form.

Courses Outside of SA+AH will need to be coordinated with the appropriate college and graduate office to confirm your enrollment if you cannot register yourself.

CONFIRM YOUR REGISTRATION AT:

<https://student.ufl.edu/>

If you have questions about these step by step instructions, please email or schedule an appointment with the SA+AH Graduate Office
saahgradoffice@arts.ufl.edu

Have questions? Contact the OneStop, call us at 352-392-1374 or email. UF/COVID-19 updates. × Close

SCREEN VIEW OF CRITICAL
DATES AND CALENDARS

THE OFFICE OF THE

UNIVERSITY REGISTRAR

SCHEDULE OF COURSES

DATES AND DEADLINES

<https://registrar.ufl.edu/>

OUR OFFICE